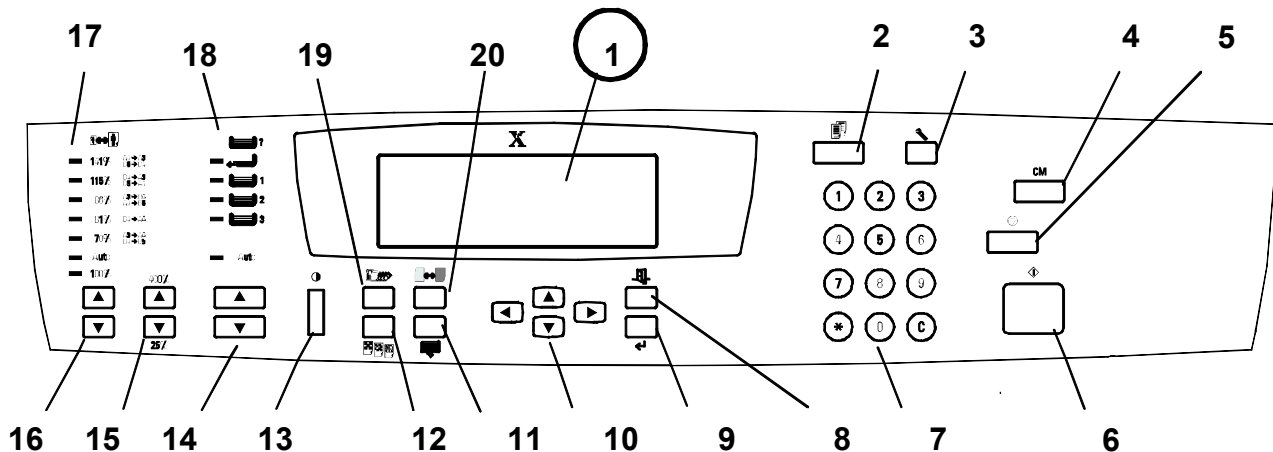


This chapter contains the elements and basic function descriptions of the DocuColor 2006 Copier Control Panel. Also included in this chapter are guidelines for placing the DocuColor 2006 in copier mode, positioning the originals on the Document Glass and in the Document Feeder, and a procedure for making a basic copy using the copier/printer default settings.

## The Copier Control Panel

Use the Copier Control Panel to program the DocuColor 2006 for your copy jobs.

The following is a list of the various components on the Copier Control Panel and their functions.



0301149A-W O L

1. **Copier Screen:** The Copier Screen displays programmable features, available options, and the current settings.
2. **Copy:** Press the Copy button to change the DocuColor 2006 copier/printer from the On-Line mode to the copy mode.
3. **Tools:** Press the Tools button to access the Administration features.
4. **Clear All:** Press the Clear All button to reset the select options to the default settings.
5. **Stop:** Press the Stop button to stop the copy operation. You can not restart a job after you press the Stop button. To complete a job, you must reprogram the copier/printer settings and reload any uncopied originals.

6. **Start:** Press the Start button to begin a copy job.
7. **Numeric Keypad**
  - Use buttons 0-9 to select the copy quantity, enter personal passwords, and specify particular feature settings.
  - Use the Clear button to reset copy quantity back to 1 or to clear an incorrect numeric setting.
8. **Exit:** Press the Exit button to return to the previous screen.
9. **Select:** Press the Select button to save copy settings other than the default settings.
10. **Arrow Buttons:** Use the Arrow Buttons to highlight a specific setting on the Copier Screen for a feature.
11. **Advanced Features:** Press the Advanced Features button to access the advanced features screen in order to specify the Output location, the Erase, the 2-Sided, and the 2 Up options.
12. **Quality Adjustment:** Press the Quality Adjustment button to access the quality adjustment screen in order to change the Sharpness and the Color Level of the copies.
13. **Contrast Dial:** Use the Contrast Dial to lighten or darken the Copier Screen.
14. **Paper Supply Arrow Buttons:** Use the Paper Supply Arrow Buttons to select the desired paper tray.
15. **Zoom Arrow Buttons:** Use the **Zoom Arrow Buttons** to select a desired percentage for a reduction or enlargement setting.
16. **Reduce/Enlarge Arrow Buttons:** Use the Reduce/Enlarge Arrow Buttons to specify a preset reduction or enlargement setting.
17. **Reduce/Enlarge Indicators:** The green light next to each option is lit when it is selected.
18. **Paper Supply Indicators:** The green light next to a tray is lit when it is selected.
19. **Color Mode Button:** Press the Color Mode button to access the color mode screen.
20. **Lighten/Darken Button:** Press the Lighten/Darken button to access the copy density screen and adjust the saturation levels of the copies.



*More information on the copy features introduced above is given in the Copy Features chapter. More information on the Tools option is given in the Tools Mode chapter.*

## Copy Mode

---

The default setting for the DocuColor 2006 is the printer mode. To make a copy you must change the copier/printer to the copier mode.

When the DocuColor 2006 copier/printer is in the printer mode, a message displays in the Copier Screen that says

### To enter Copy Mode press Copy button

This message is referring to the Copy button on the Copier Control Panel.

After you press the Copy button, one of the following occurs:

- The Copy Ready message appears on the Copier Control Panel indicating that you have successfully entered copy mode. The copier is ready to begin processing jobs.
- If the User Password option is enabled, the Copier Control Panel prompts you to enter your user password.

Enter your password using the Numeric Keypad. If you enter the wrong number, press the Clear button.

If your password is correct, the Copy Ready message automatically appears on the Copier Screen. This indicates that you have successfully entered copy mode. The copier is ready to begin processing jobs.

If you entered an incorrect password, the Incorrect Password message appears and the copier prompts you to enter your password again.



*For information on setting up or changing the user password, see the Tools Mode chapter.*



*Using the Auto Mode Change feature enables the DocuColor 2006 copier/printer to automatically enter the copy mode when originals are loaded in the Document Feeder. For more information on the Auto Mode Change feature, go to the Tools Mode chapter.*

## Auto Start

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While the Please Wait message appears on the Copier Screen, you cannot start copy operations. You may, however, program your copy job. Once the copier/printer has successfully entered copy mode, your copy job will automatically begin to print.

While the Please Wait message is displayed, position your originals, select the desired options and press the Start button. The copier/printer continues to show the Please Wait message until it enters the copy mode.

Once the DocuColor 2006 enters the copy mode, the copy job begins to print.

If you wish to cancel the copy job before it begins, press the Stop button.

## The Copier Main Screen

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Once the DocuColor 2006 enters the copy mode, the Copier Screen displays the Main Screen. The message Ready to Copy appears on the Main Screen.

The Main Screen also displays the copy quantity and the settings for the following features:

- Reduce/Enlarge
- Paper Supply
- Color Mode

When you first enter copy mode, each of these features is programmed at the factory default setting. Should you make any changes to these settings, the Main Screen will reflect these changes.



*For information on the Reduce/Enlarge feature, the Paper Supply feature and the Color Mode feature, go to the Copy Features chapter. For information on changing the default settings for each of these features, go to the Tools Mode chapter.*



*To view any changes made to the other features available through the DocuColor 2006 copier/printer, access the corresponding feature screen. For information on the available features and for directions on accessing feature screens, go to the Copy Features screen.*

## Positioning the Originals

There are two ways to position originals on the DocuColor 2006: on the Document Glass or in the Document Feeder.

### The Document Glass

Perform the following steps to use the Document Glass:

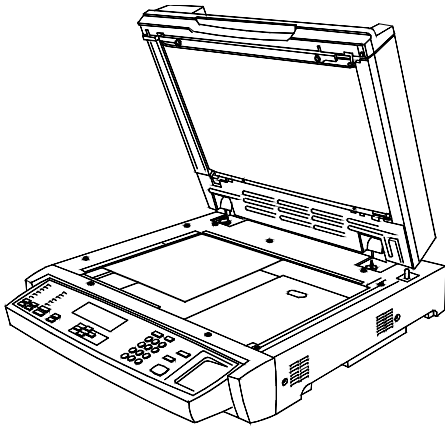
1. Raise the Document Cover or the Document Feeder.
2. Align the original into the rear, left-hand corner of the Document Glass **face** down. Place your original in the same orientation that the paper supply is loaded in your selected paper tray.



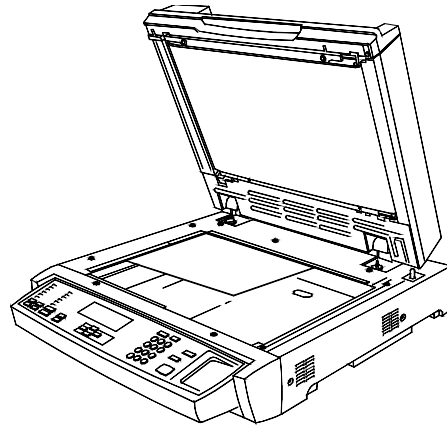
*For transparency sheets, tracing paper or other types of thin paper, place a blank, white sheet over the original on the **Document Glass**.*



*For information on the **Paper Supply** feature, see Chapter 24, "Copy Features". For information on loading paper into a paper tray, see Chapter 1, "Setting up the DocuColor 2006".*



**Long Edge Feed (LEF)**



**Short Edge Feed (SEF)**

3. Close the Document Cover or the Document Feeder.



#### **CAUTION**

When copying a thick document, do not force the document cover down. The Document Glass may break if under too much pressure.



#### **WARNING**

If you must perform a copy operation with the document cover open, do not look at the scanner light.

The maximum original size that the Document Glass can scan is 11 inch x 17 inch or A3 (297 mm x 420 mm).



*If you should try to register an original document larger than the maximum size on the Document Feeder, the image will be cut off on your copy output.*

The DocuColor 2006 detects original sizes in either inches or millimeters. The table below lists the various paper sizes that the DocuColor 2006 can automatically detect when configured to inches and to millimeters.



*For information on changing the copier configuration between inches and millimeters, go to the Tools Mode chapter.*

Inch Configuration	Metric Configuration
8.5 in. x 11 in. SEF/LEF	B5 SEF/LEF
8.5 in. x 14 in. SEF	A4 SEF/LEF
11 in. x 17 in. SEF	B4 LEF
	A3 SEF
	A5 LEF (EU only)

You must enter a Paper Supply option for documents that do not fall within the sizes listed in the table and for documents that are difficult to detect, such as transparencies and tracing paper. If the copier cannot detect the size of your original, an error message appears on the Copier Screen. The error message appears each time you attempt to copy the original until you enter a specific Paper Supply option.



*For directions on using the Paper Supply feature, go to the Copy Features chapter.*

## The Document Feeder

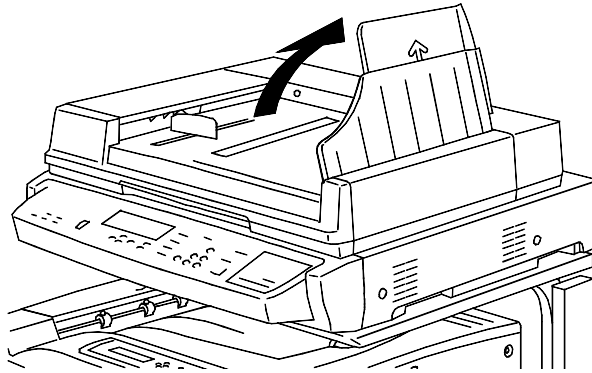
The Document Feeder allows you to load up to 30 originals into the DocuColor 2006 for continuous scanning. Each original is scanned individually, beginning with the bottom sheet.



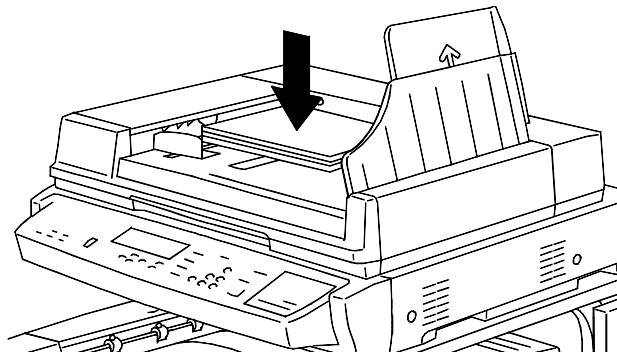
*The Document Feeder is an optional accessory for the DocuColor 2006. For information on ordering the Document Feeder, go to the Accessories section in the Getting to Know the DocuColor 2006 chapter.*

To use the Document Feeder perform the following steps:

1. Raise the document handler to the right.

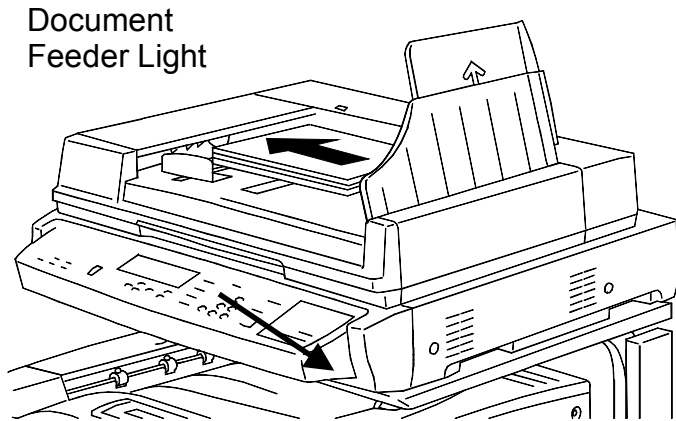


2. Place the originals into the Document Feeder face up and in the same orientation as your selected paper tray.



3. Gently push the originals into the Document Feeder, as shown below, until the Document Feeder light illuminates.

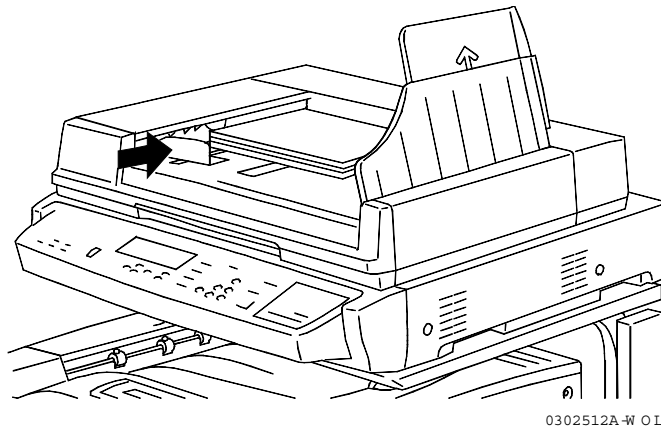
*To prevent paper jams, ensure that the original documents rest against the rear edge of the Document Feeder. Make sure that the Document Feeder light illuminates.*



4. Adjust the Document Guide to gently touch the edges of the originals, as shown below.

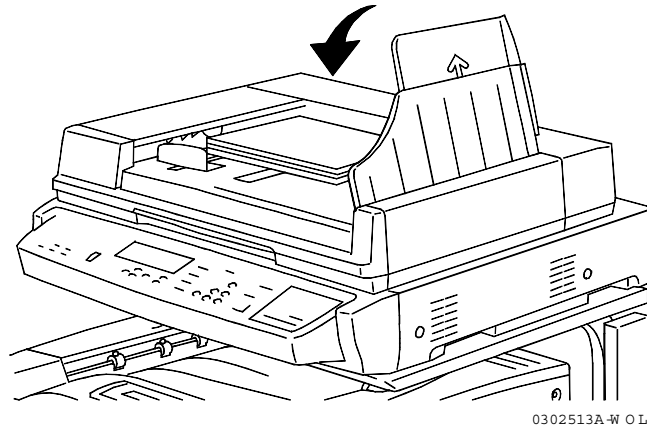


*Pushing the Document Guide too tightly against the originals may cause a Document Feeder jam.*

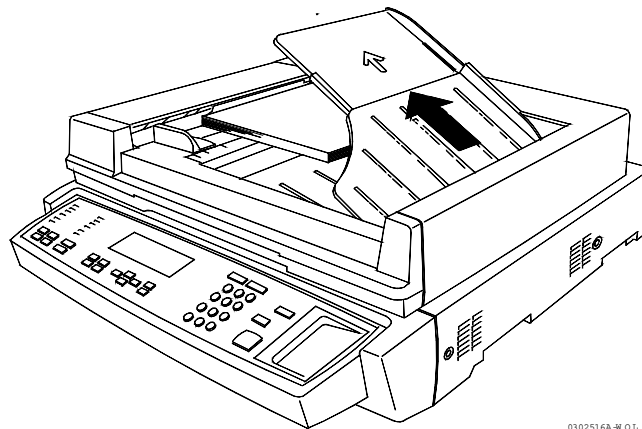




5. Return the Document Tray to the original position.



6. If you are loading large size originals into the Document Feeder, pull out the extension tray of the Document Handler.



### CAUTION

Pay attention to the following cautions when using the Document Feeder:

- Do not press on the originals while using the Document Feeder; this could cause a paper jam.
- Do not let more than 30 sheets stack on the Document Handler. Do not place any objects on the Document Handler. Both actions could cause a paper jam.

The Document Feeder accepts all paper sizes between 8.5 inch x 11 inch or B5 (182 mm x 257 mm) and 11 inch x 17 inch and A3 (297 mm x 420 mm). The Document Feeder accepts all paper weights between 38 gsm and 128 gsm or between 10 lb. and 34 lb. To copy an original that is not within these specifications, you must use the Document Glass.



*For specific information on media regulations for the Document Feeder, go to the Technical Data chapter.*



*The Document Feeder does not accept jobs with mixed size originals.*

## Making a Copy

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Perform the following steps to make a copy on the DocuColor 2006:

1. If the copier/printer is in printer mode, press the Copy button.
2. Press the Clear All button to reset all default settings.



*The settings for all of the copy features are not displayed on the Main Screen. Feature settings may be altered from a previous copy job. Press the Clear All button to ensure that all copy features are on the default settings.*

3. Position the originals on the Document Glass or in the Document Feeder.
4. Select the desired number of copies using the Numeric Keypad. If you enter the wrong number, press the Clear button.
5. Press the Start button.



*For directions on applying additional copy features, go to the Copy Features chapter.*

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